

Hello

As faculty and staff, you play a very special role in the transition to Moodle. Only you will actually see and talk to each of our students. My staff can hang signs, send emails, and pass out buttons but, if lucky, we will only make contact with a third of the student population.

So, you are our front line connection to ALL students and we need your help to inform the students about the basics of Moodle - especially how to access it for your course.

Attached are two documents that you can share with your students and maybe even post on department bulletin boards. Copies are also provided in the ORG-INSTRUCTOR shell in Moodle, if you have difficulty opening the zip file.

1. Moodle for Students Handout - describes in **four** steps how to get into and start working with Moodle.

2. Moodle Access Decision Tree - describes the steps used to troubleshoot Moodle access issues (what do you do when students can't log into Moodle)

There are also good tutorials

at <http://moodle.njit.edu/tutorials/students/>

I would suggest linking the appropriate video in your course just above the tool (discussion forum, assignment, etc.) that you want them to complete, the first time you use it. This way the students can review how to do it, before attempting to complete the activity.

Please continue to send your questions and suggestions to us. We may take a bit to get back with you due to the number of calls and people we are supporting, but we do listen and will respond.

Thank you.

Dr. Liz Osika

Interim Associate Dean

Library and Instructional Services